

Bid Specifications

1. **EAP Services.** Company must be able to provide to the Mississippi Department of Public Safety (MDPS) an Employee Assistance Program consisting of the following:
 - A. Licensed Counselors with a minimum of a master's degree
 - Marriage and Family Therapists
 - Professional Counselors
 - Psychologists
 - Clinical Social Workers
 - B. Counseling sessions to cover
 - Stress, Anxiety, Depression
 - Relationship Difficulties
 - Family, Extended Family & Parenting Problems
 - Alcohol, Drug or Other Addictions
 - Grief, Bereavement, and Loss
 - Significant Life or Workplace Change
 - Financial Difficulties
 - Eating Disorders
 - Adoption, Pregnancy, Infertility
 - Single Parenting, Blended Families
 - Elderly Parent Issues
 - C. Provide to employees and covered dependents**
 - Six (6) sessions per year
 - Session should be 50 minutes or one hour
 - D. Six (6) on-site critical incident stress debriefing available within thirty-six hours following an in-house crisis or a community crisis involving MDPS employees
 - E. Toll Free Assistance hotline available 24 hours a day, 7 days a week, 365 days a year
 - F. Company must provide to MDPS an itemized listing by city of providers throughout the state of Mississippi (include with bid package)

G. Company must provide to MDPS a Monthly Utilization Report detailing the following:

- Number of Calls
 - Employee initiated
 - Supervisor initiated
- Number of EAP sessions
- Initial Assessments
- Referred Out cases
- Information Only Requests

H. Company must provide Employee Work-Life Web Services for all employees and covered dependents **

2. **Billing.** MDPS maintains an average of 1,100 employees during the year. Company must bill MDPS monthly. Contract amount should be a set monthly fee. Per employee charges will not be accepted.
3. The bidder must provide three (3) references that the vendor has contracts with providing the same scope of services.

**Covered dependent = spouse; unmarried children or step-children under the age of 26 living at home or in full-time college.